

FLEET MANAGEMENT

Roger Weaver

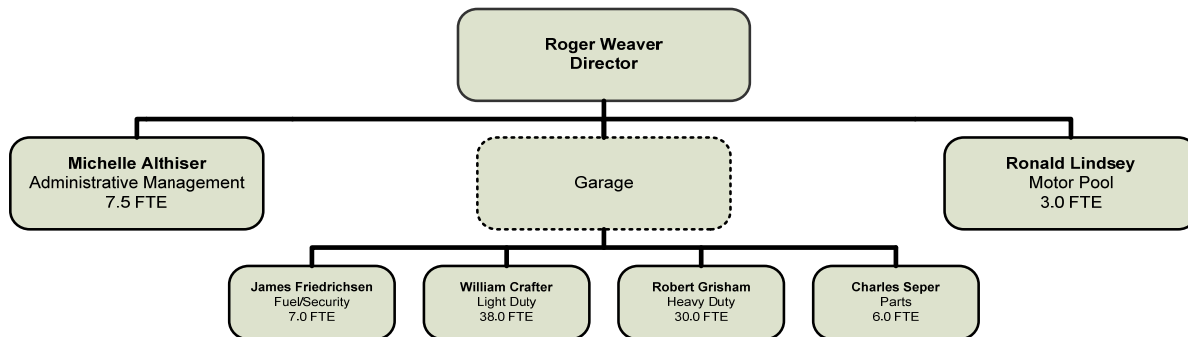
MISSION STATEMENT

The Fleet Management Department provides vehicles, equipment, and related maintenance and repair services to the officials and employees of the county so that they may, in turn, provide services that promote health, safety, well being, and quality of life to the residents of the county.

STRATEGIC GOALS

1. Maintain current high levels of customer service and user satisfaction.
2. Decrease vehicle downtime for preventive maintenance and routine repairs, which will enable county departments to provide their services to county residents in the most efficient manner possible.
3. Reduce overall motor pool vehicle emissions to help improve the air quality in San Bernardino County.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2007-08				
	Operating Exp/ Appropriation	Revenue	Revenue Over/ (Under) Exp	Staffing
Garage	13,808,972	13,588,052	(220,920)	94.5
Motor Pool	11,273,120	12,346,300	1,073,180	4.0
Total	25,082,092	25,934,352	852,260	98.5

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.



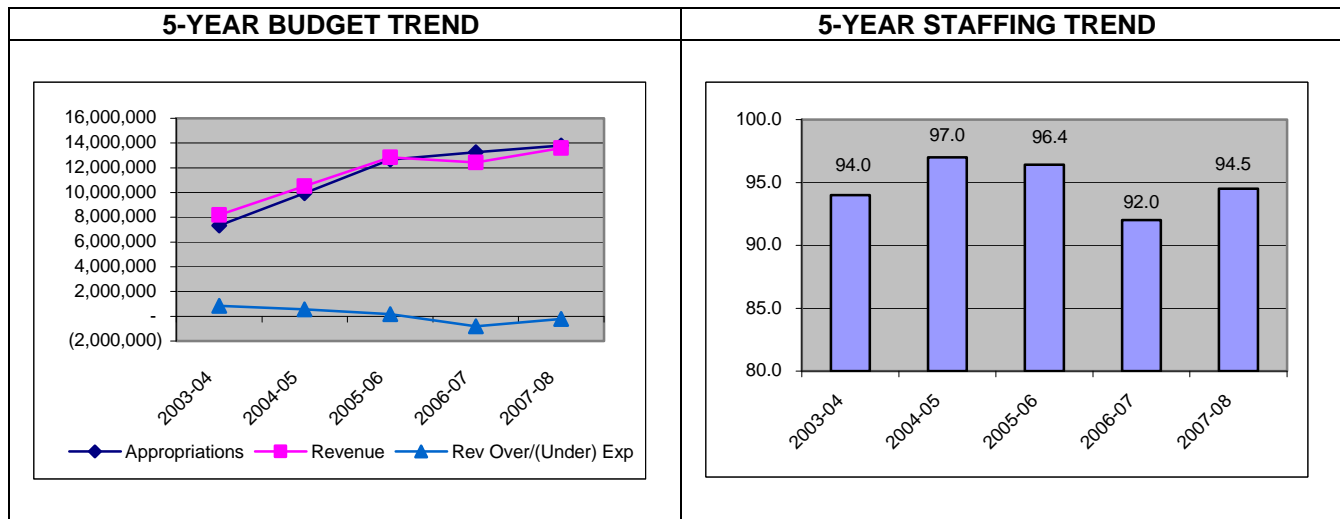
Garage

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and emergency field services for the county's fleet of vehicles and heavy equipment.

The Garage budget unit is an internal services fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

BUDGET HISTORY



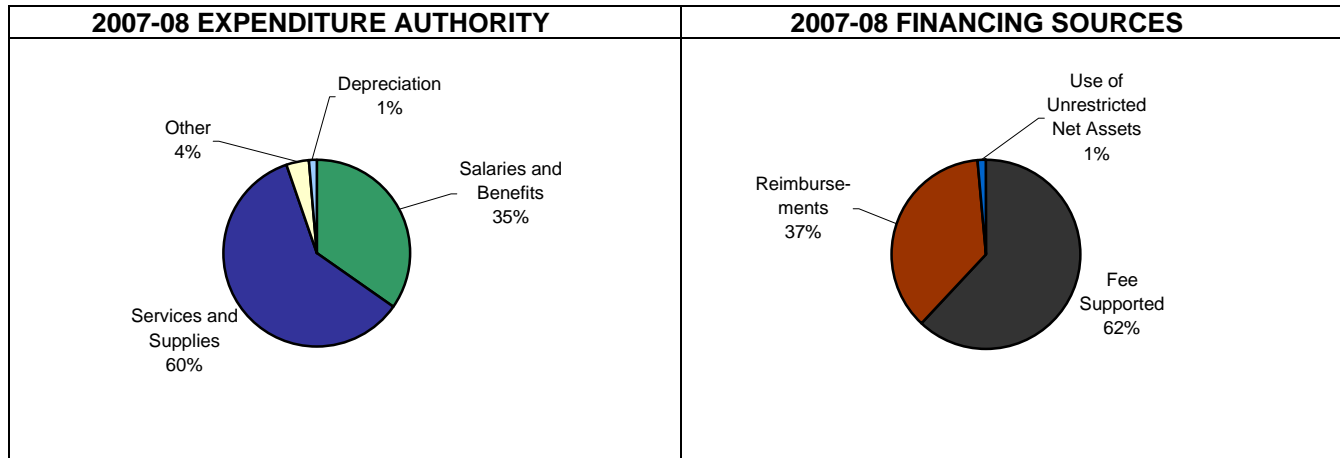
PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Actual
Appropriation	8,867,768	11,632,895	12,359,046	13,248,802	12,654,267
Departmental Revenue	8,959,913	12,153,868	11,804,063	12,428,848	12,208,423
Revenue Over/(Under) Exp	92,145	520,973	(554,983)	(819,954)	(445,844)
Budgeted Staffing				92.0	
Fixed Assets	-	50,809	470,199	240,500	17,564
Unrestricted Net Assets Available at Year End	587,805	534,947	11,197		8,000

In 2006-07, actual appropriation was less than the modified budget because the average fuel cost throughout the year was less than budgeted. These savings are partially offset by inflationary cost increases for parts and sublet services. Transfers were more than the modified budget due to increased costs paid to Motor Pool. This increase occurred because in 2006-07 new service vehicles needed to continue providing emergency vehicle repairs in remote locations were purchased and assigned to the Garage.



ANALYSIS OF FINAL BUDGET



GROUP: Public and Support Services
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Other General

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2006-07 Final Budget	2007-08 Final Budget	Change From 2006-07 Final Budget
Appropriation							
Salaries and Benefits	5,523,457	5,936,657	6,691,953	6,898,667	6,981,478	7,551,792	570,314
Services and Supplies	8,005,227	10,216,267	11,937,806	12,274,855	12,434,737	13,076,502	641,765
Central Computer	27,926	33,232	35,463	42,784	44,603	46,785	2,182
Transfers	620,978	604,810	564,854	799,715	610,307	864,993	254,686
Total Exp Authority	14,177,588	16,790,966	19,230,076	20,016,021	20,071,125	21,540,072	1,468,947
Reimbursements	(5,536,185)	(5,383,722)	(7,235,155)	(7,736,958)	(7,095,423)	(8,021,100)	(925,677)
Total Appropriation	8,641,403	11,407,244	11,994,921	12,279,063	12,975,702	13,518,972	543,270
Depreciation	226,365	225,651	268,435	273,100	273,100	290,000	16,900
Operating Transfers Out	-	-	95,690	102,104	-	-	-
Total Requirements	8,867,768	11,632,895	12,359,046	12,654,267	13,248,802	13,808,972	560,170
Departmental Revenue							
Use of Money and Prop	14,716	20,627	53,217	67,226	29,000	58,000	29,000
State, Fed or Gov't Aid	17,232	1,188	166	-	-	-	-
Current Services	8,935,024	10,075,523	11,743,636	12,139,751	12,399,848	13,530,052	1,130,204
Other Revenue	(8,659)	(23,812)	7,044	1,446	-	-	-
Other Financing Sources	1,600	80,342	-	-	-	-	-
Total Revenue	8,959,913	10,153,868	11,804,063	12,208,423	12,428,848	13,588,052	1,159,204
Operating Transfers In	-	2,000,000	-	-	-	-	-
Total Financing Sources	8,959,913	12,153,868	11,804,063	12,208,423	12,428,848	13,588,052	1,159,204
Rev Over/(Under) Exp	92,145	520,973	(554,983)	(445,844)	(819,954)	(220,920)	599,034
Budgeted Staffing					92.0	94.5	2.5
Fixed Assets							
Improvement to Structures	-	44,538	470,199	-	175,000	-	(175,000)
Equipment	-	6,271	-	17,564	65,500	97,000	31,500
Total Fixed Assets	-	50,809	470,199	17,564	240,500	97,000	(143,500)

Salaries and benefits of \$7,551,792 fund 94.5 positions, which is an increase of \$570,314 and 2.5 budgeted staffing. Appropriation adjustments reflect increased workers' compensation charges, MOU and retirement rate adjustments, as well as a 2.5 budgeted staffing adjustment in the department's distributed vacancy factor.

Services and supplies of \$13,076,502 include \$8.2 million for the purchase of fuel and \$2.7 million for the purchase of automotive parts. The increase of \$641,765 is due to rising COWCAP charges and Risk Management liability costs as well as inflationary adjustments for gasoline, parts and sublet services.

Transfers of \$864,993 are for intra-department charges between the various Garage cost centers. The increase of \$254,686 is due to increased costs for salaries and benefits, gasoline, and automotive parts.



Reimbursements of \$8,021,100 are primarily received from the Motor Pool for fuel, maintenance and repairs, and allocated department overhead. The balance of reimbursements is for intra-department charges between the various Garage cost centers. The increase of \$925,677 is due mainly to Board of Supervisors-approved rate adjustments for Garage services and mark-ups, which were needed to cover projected MOU and other inflationary cost increases.

Current services revenue of \$13,530,052 is from maintenance and repair services as well as the sale of gasoline. The increase of \$1,130,204 is due to Board of Supervisors-approved rate adjustments for Garage services and mark-ups, which were needed to cover projected MOU and other inflationary cost increases.

The fixed assets budget decreased a net total of \$143,500. The budget for improvements to structures is decreased by \$175,000 because the 2006-07 budget includes one-time funding for a Capital Improvement Program (CIP) project to remove underground fuel tanks and install above ground tanks at the Barstow Road Yard. The budget for equipment increased by \$31,500 to enable the purchase of equipment for the new Victor Valley Service Center, which was approved by the County Administrative Office as CIP request No. 07-335.

PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Actual	2007-08 Projected
Percentage of respondents satisfied with Fleet Management services.	95%	98%	95%
Percentage of programmed maintenance (PM) services completed the same day the vehicle is delivered to Fleet Management.	75%	72%	75%
Percentage of repairs completed within two days of vehicle delivery to Fleet Management.	75%	84%	75%

In 2006-07, 84% of all repairs were completed within two days of vehicle delivery to Fleet Management. This is significantly greater than the original estimate of 75%.

